

HEALTH OCCUPATIONS CREDENTIALING

Update Newsletter

2006
FALL/WINTER

In an effort to utilize today's technology, HOC is now providing the *Update* newsletter to individuals via the Internet. If you wish to receive notice of the *Update* when placed on our Web site, please send an e-mail to Kathy Fritts at: kfritts@kdhe.state.ks.us. The newsletter will be provided primarily in "bullet" style. Paper copies will be provided upon request.

Your comments on this newsletter are welcome; please e-mail Kathy Fritts at kfritts@kdhe.state.ks.us or you may e-mail Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdhe.state.ks.us.

***New KDHE Logo
was unveiled on
August 1, 2006***



News Updates

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NURSE AIDE PROGRAM REVISION UPDATE

Part I of the curriculum has been drafted and revised, based on committee input. Myrna Bartel, consultant to KDHE, is drafting Part II of the curriculum based on the input from the committee and many other individuals. Part II will be sent to the committee for review when the draft is completed.

The curriculum will include an emphasis on the residents and meeting their needs. The materials on the needs of people will be at the beginning of the curriculum and the focus throughout will be on meeting those needs. Restorative care is integrated in the units instead of being contained in one unit. Redundancy of materials is being addressed. Cancer will be covered briefly and a new unit will be added on comfort and rest, which includes pain.

The content from the nutrition assistant course has been added to Part I, the thought being that if a student completes Part I and the task checklist, the student will be qualified to work as a nutrition assistant as well as a trainee II. And, if the student is unable to finish the course, or if the trainee II period ends, the student would still be able to work as a nutrition assistant.

The first draft of the task checklist will remain relatively the same with the addition of items to meet the needs of the federal home health aide regulations and the inclusion of the nutrition assistant competency skills. Since all home health aides must take the nurse aide course first and the 20-hour home health aide course has no clinical competency test, it is necessary to include a few related items. The task checklist will also be sent to the committee for review.

One of the members of the HOC advisory group (a group composed of representatives of schools, agencies, facilities, and associations) asked that we consider once again combining the nurse aide and the home health aide course into one course. Comments at the advisory group meeting suggested that schools are canceling home health aide courses due to insufficient enrollment and with the "follow the person" program in place, an increased need for home health aides may exist. That suggestion will receive further consideration during the review process.

Thanks to so many of you who submitted ideas for the program revision process. The committee diligently reviewed your comments and incorporated many changes based on those comments.

The committee members and the associations/agencies/schools who nominated them are: Mary Anderson, MS, MT (ASCP)SBB, Wichita Area Technical College; Diane Glynn, JD, RN, Kansas State Board of Nursing; Kim Halbert, RN, BS, ACHA, Kansas Adult Care Executives; Matt Harman, CNA, CMA, HHA, RN/DON, Kansas Health Care Association; Ann Hess, RN, MS, PhD, Johnson County Community College; Carla Lehman, RN, BSN, ACHA, Kansas Association of Homes and Services for the Aging; Yolanda Ortega, CNA, CMA, HHA, Operator, Brewster Place; Isla Richards, RN, Kansas Advocates for Better Care; Vera VanBruggen, RN, BA, CDONA/LTC, Kansas Department on Aging; Myrna Bartel, RN, MA, consultant; and Martha Ryan, BS, MA, KDHE staff.



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HOME HEALTH AIDE PROGRAM REVISION UPATE

The hearing for the proposed home health aide regulations was held at 9:30 a.m. on September 25, 2006 in the Flint Hills room of the Curtis State Office Building. No testimony was presented at the hearing and consequently no changes were made to the regulations based on the public hearing. The regulations were published in the Kansas Register and became effective 15 days after publication on October 27, 2006. HOC plans for the revised curriculum and tests to be implemented at the first of the year.

The major change in the regulations is the elimination of the 90-hour home health aide course. Individuals must complete the 90-hour CNA course and the 20-hour home health aide course and pass the tests to be certified to work as home health aides. The amended regulations also adopt the revised 20-hour curriculum and tests.

The curriculum has some additions and changes. The main additions are:

- The need to identify and encourage mental health

- Working with death and dying in the home (palliative care, hospice care, psychosocial aspects of caring for a dying resident, and what to do when sudden death occurs in the home)

- Handling soiled linens and clothing

- Obtaining equipment

- Use and cleaning of nebulizers and inhalers

- Importance of observing, documenting and reporting

The changes include:

- Infant care: taking temperature, crisis identification, placement after feeding

- Updated information on handling obstructed airways

- Updated information on food groups, purchasing and preparing food

The committee members worked diligently to revise the program. HOC would like to recognize and thank the committee members and the associations/schools that nominated them: Terry McCaffery, RN, CHPN, Kansas Home Care Association; Margaret Noller, BA, CNA, CMA, HHA, Butler County Community College; Gerri Peterson, RN, Kaw Area Technical School; Terri Wahle, RN,C, Kansas Home Care Association; DeLores Walden, RN, Kansas Association of Homes and Services for the Aging; and Sandy Watchous, MN, RN, Kansas Home Care Association.

Thank you to the many individuals who assisted in the program revision effort. Thank you, to Lynn Searles, KDHE, and Janette Pucci, KSBN, who reviewed and approved the materials.



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REASONABLE DAILY TIME LIMITS FOR COURSES

The 90-hour nurse aide curriculum states that, "Class time should be within reasonable limits: no more than eight hours per day of instruction with lunchtime and breaks provided."

For all other aide classes, class time should be within reasonable limits with no more than 10 hours per day of instruction with a minimum of a 30-minute lunchtime and two 15-minute breaks provided. Actual instruction time cannot include breaks or lunchtimes.

A maximum of eight hours day is preferable to a 10-hour day for education to occur. The 10-hour class is discouraged but not prohibited. Many aides travel to attend 10-hour classes and it is a hardship on them to schedule for two days of class. This is particularly true of the medication aide continuing education classes.

KUDOS TO INSTRUCTORS

The following instructors taught nurse aide courses with an average pass rate of 90 or above during the first half of calendar year 2006, 1/1/2006 - 6/30/2006:

Instructor	Course #	Score	# in Class
Patricia Huffman	16544	93%	5
Donna Hart	17011	95%	17
Marquette Sims	17192	90%	9
Rita Goodman	17359	92%	9
Rita Goodman	18232	93%	10
Connie Harkness	18233	92%	10
Connie Harkness	18236	91%	8
Lisa Kobularcik	18239	91%	8
Lisa Kobularcik	18240	90%	7
Richard Schroder	18246	90%	9
Richard Schroder	18249	92%	7
Barbara Zeller	18254	90%	8
Barbara Zeller	18256	91%	8
Barbara Zeller	18257	91%	7
Virginia Radom	19788	92%	8
Lisa Kobularcik	20065	91%	10
Virginia Radom	20281	91%	6
Terri Thiessen	20671	90%	9

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Online Submission of Employment Verification

In order to comply with Federal Regulations 42 C.F.R. 483.156(b)(3), Health Occupations Credentialing is required to determine whether certified nurse aides, home health aides, and medication aides have had a lapse of employment of more than 24 consecutive months. Nursing facilities, long-term care units in hospitals, intermediate personal care homes, assisted living facilities, residential health care facilities, and home health agencies must provide employment verification for each certified nurse aide, home health aide, and medication aide employed for at least eight hours during the following twelve month period – January 1, 2006 through December 31, 2006.

On January 1, 2007, the annual employment verification reporting period will begin. Employers will again be able to submit the annual employment verification information online via the Kansas Nurse Aide Registry. To access the employment verification Web page, go to www.ksnurseaidregistry.org and select the Health Facility Access button. Enter your facility ID number (a letter followed by six numbers) and press enter or click on the Submit button. Select the Employment List button. The list of employees associated with your facility will appear. A check mark in the box indicating Current Employee will be present. To add an employee to the list, click on the Add Employee button at the bottom of the page. Enter the employee's identifying information and click on Search. If the individual's certification is current, their name and certification type will appear. Click on the Add button to add them to your list.

To remove an individual who did not work a minimum of 8 hours at your facility, simply remove the check mark from the box that says Current Employee. After the Submit button is selected, those individuals that do not have the check mark by Current Employee will be removed from your list within 24 hours.

Once you have all of the individuals who worked a minimum of eight hours in 2006 listed, click on the Update button at the bottom of the page. The certification information on those individuals submitted will be updated and available within 24 hours.

The deadline for submitting the employment verification information online is March 31, 2007. After that date, the ability to submit annual employment verification information online will no longer be available for the remainder of the calendar year.

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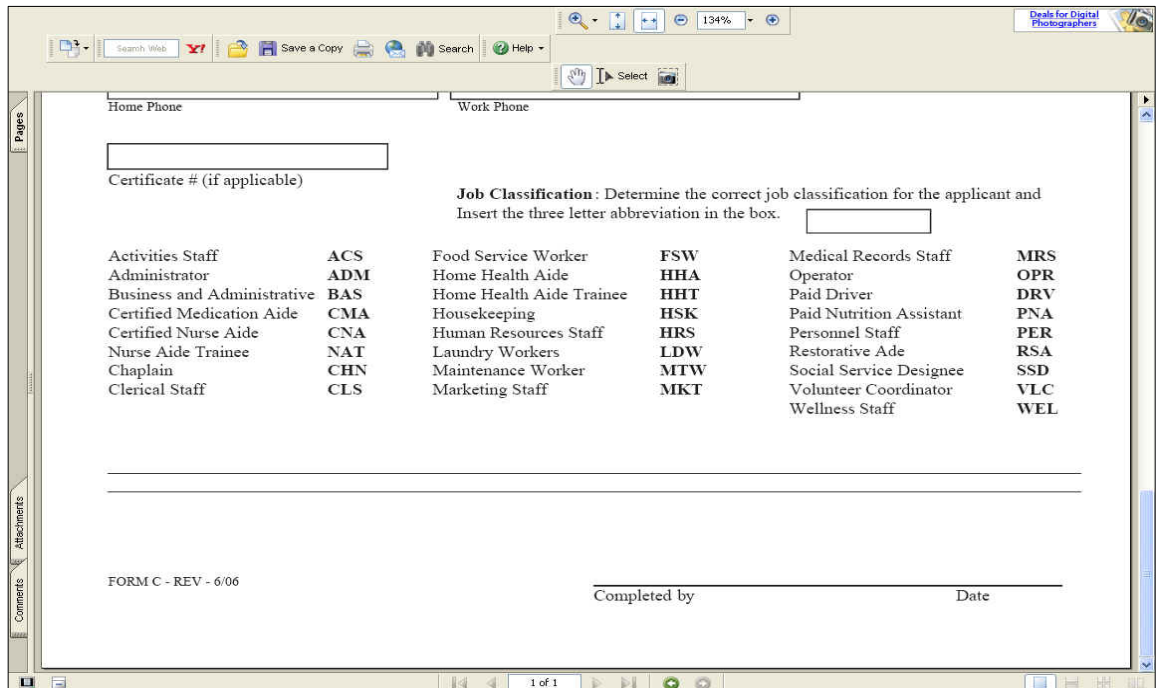
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SUBMITTING CRIMINAL RECORD CHECK REQUESTS

The Health Occupations Credentialing Criminal Record Check (CRC) Unit processes criminal record check requests for Certified Nurse Aides, Medication Aides, Home Health Aides and other non-licensed / non-certified adult care home personnel. Job classifications are listed at the bottom of the request form.

Facilities should include the facility ID number on each CRC request. Facility ID numbers begin with a letter (A, B, H, N, Z, Q) and are followed by six digits. (Example: N002001)

The “Administrator” job classification listed does not apply to Facility Administrators of Adult Care Homes.



The screenshot shows a web browser window displaying the CRC Request Form. A large blue arrow points to the 'Job Classification' section. The form includes fields for Home Phone, Work Phone, and Certificate # (if applicable). The Job Classification section contains a table of job titles and their corresponding three-letter abbreviations. Below the table are lines for the applicant's name and address. At the bottom, there are fields for 'Completed by' and 'Date'.

Job Classification: Determine the correct job classification for the applicant and Insert the three letter abbreviation in the box.					
Activities Staff	ACS	Food Service Worker	FSW	Medical Records Staff	MRS
Administrator	ADM	Home Health Aide	HHA	Operator	OPR
Business and Administrative	BAS	Home Health Aide Trainee	HHT	Paid Driver	DRV
Certified Medication Aide	CMA	Housekeeping	HSK	Paid Nutrition Assistant	PNA
Certified Nurse Aide	CNA	Human Resources Staff	HRS	Personnel Staff	PER
Nurse Aide Trainee	NAT	Laundry Workers	LDW	Restorative Aide	RSA
Chaplain	CHN	Maintenance Worker	MTW	Social Service Designee	SSD
Clerical Staff	CLS	Marketing Staff	MKT	Volunteer Coordinator	VLC
				Wellness Staff	WEL

Record checks for Registered Nurses and Licensed Practical Nurses are not processed by the Health Occupations Credentialing CRC Unit. Criminal record check issues pertaining to RNs and LPNs should be directed to the Kansas State Board of Nursing by calling (785) 296-4929 or by logging onto: www.KSBN.org

Although electronic payments and on-line submission of requests will be implemented in the future, CRC requests are currently submitted by mail along with payment of \$10 for each request.

[CRC REQUEST FORM 062006.pdf](#)

Prepaid criminal record check request forms are also available, and may be ordered in quantities of five or more. Prepaid forms are numbered and carbonized for easy tracking and record keeping. Please allow a minimum of two weeks for order processing and delivery.

[PREPAID CRC ORDER FORMS.pdf](#)

For additional information regarding prepaid orders, please contact: Dana Derrick (785)296-0446

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RETRIEVING CRIMINAL RECORD CHECK RESULTS

HOW LONG WILL IT TAKE?

The majority of criminal record checks will take approximately five to seven business days to process. However, it is important to remember that there are instances when processing time becomes extended. The main reason for this occurs when an individual's identifying information matches that of someone in the KBI Repository who has a criminal history on file. When this occurs, a manual process is necessary to prove or disprove that a criminal history match exists. If you have not received criminal history results in 10 business days, please notify the Criminal Record Check staff by sending an e-mail to: crcstaff@kdheks.gov or fax photo copies of the request to: (785) 296-3075, attention CRC Staff.

When confirmation is received from the Kansas Bureau of Investigation (KBI) that the individual has no criminal history on file, an E-Mail Me button appears on the Kansas Nurse Aide Registry Employment List, across from the individual's name. The facility's e-mail address must be on file with Health Occupations Credentialing to receive the result letter stating that no criminal history exists by e-mail. To submit an initial or updated e-mail address / facility contact information, complete and mail the following form: [E-MAIL ADDRESS NOTICE.doc](#) or send the update information via e-mail to: crcstaff@kdheks.gov.

Please note that only one e-mail address is maintained on file for each facility.

Match Letters (notice of criminal history on file) are attached to a KBI criminal history abstract and mailed to the facility. In cases where only juvenile offenses (other than theft) are listed, the offenses will not be disclosed and will not be attached to Match Letters.



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TO RETRIEVE CRC RESULTS ON-LINE:

1. Log on to the KDHE Health Occupations Credentialing Web page <http://www.kdheks.gov/hoc>, then click on the link to the Kansas Nurse Aide Registry. (Fig 1)



Links

[Kansas Nurse Aide Registry](#)
(Verify certification status on nurse aides, home health aides, and medication aides)

[Kansas Nurse Aide Registry Instruction Manual \(.pdf\)](#)

[Kansas Health License Verification - New](#)
(Verify licensure of Adult Care Home Administrators, Dietitians, Speech Language Pathologists and Audiologists)

[Contact Us](#)

[Purpose/Background](#)

[Information Update Newsletter](#)

[List of Individuals with Findings of Abuse, Neglect, and Exploitation](#)

[Board of Adult Care Home Administrators](#)

[Regulations](#)

[Links](#)

[HOC Home page](#)

[KDHE Home](#) - [Health](#) - [BCCHF](#) - [Health Occupations Credentialing](#)



[Health Occupations Credentialing](#)

1000 SW Jackson, Suite 200
Topeka, Kansas 66612-1365
Voice: 785-296-1240
FAX: 785-296-3075

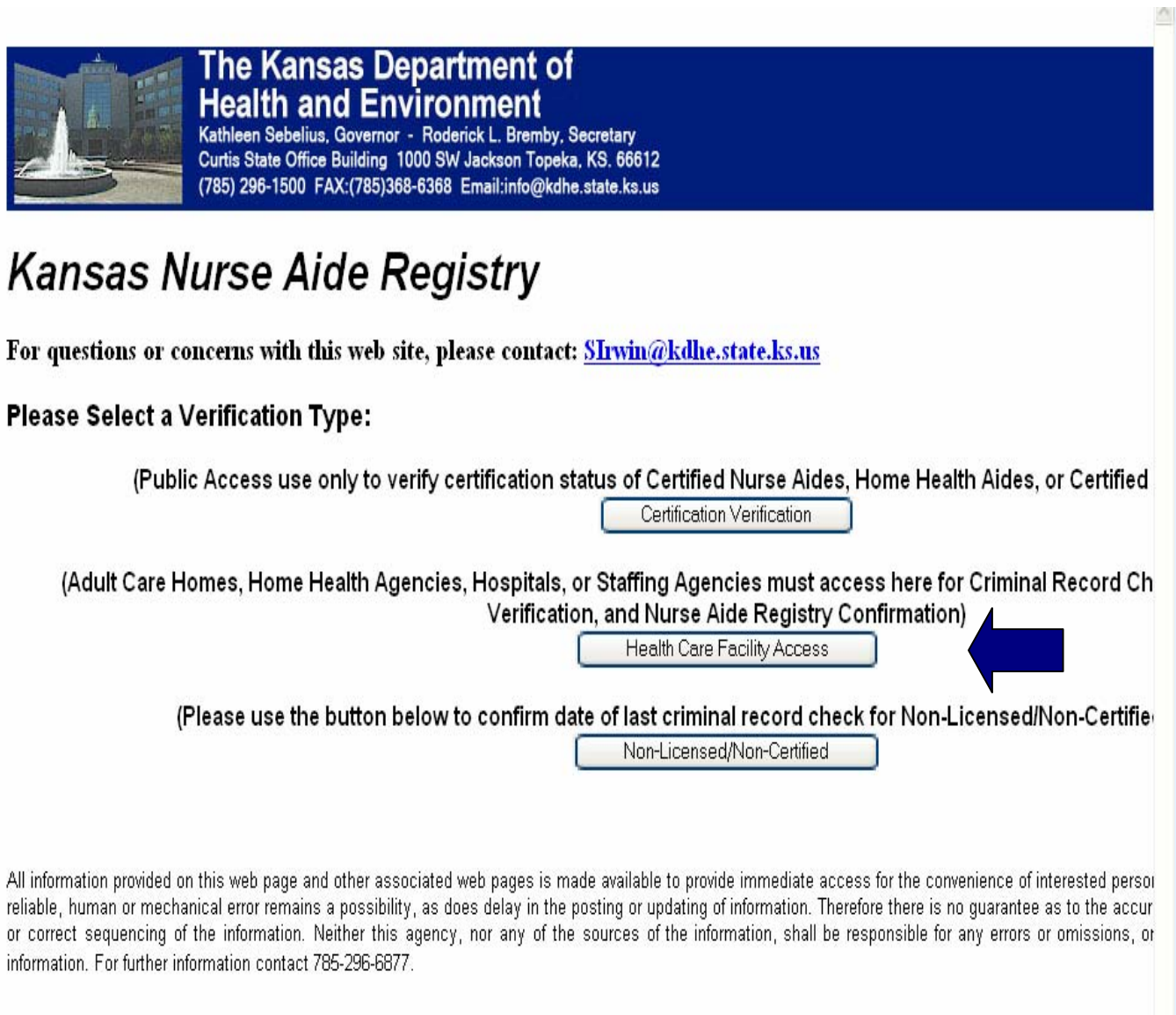
- [CNA Resources](#)
- [CMA Resources](#)
- [HHA Resources](#)
- [Administrator Resources](#)
- [Dietitian Resources](#)
- [Speech Language Pathologist/Audiologist Resources](#)
- [Training Provider Resources](#)
- [Criminal Record Check Program](#)
- [Nutrition Assistant/Activities Director/Social Services Designee/Operator Courses](#)

Fig 1

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2. Select the facility access option. (Fig.2)



The screenshot shows the homepage of the Kansas Department of Health and Environment's Nurse Aide Registry. At the top is a blue header with the department's name and contact information. Below this is the title "Kansas Nurse Aide Registry". A contact link is provided. The main section is titled "Please Select a Verification Type:" and contains three options, each with a button. The first option is for public access. The second option, "Health Care Facility Access", is highlighted with a large blue arrow. The third option is for non-licensed/non-certified individuals. A disclaimer at the bottom states that the information is provided for convenience and is not guaranteed to be accurate.

The Kansas Department of Health and Environment
Kathleen Sebelius, Governor - Roderick L. Bremby, Secretary
Curtis State Office Building 1000 SW Jackson Topeka, KS. 66612
(785) 296-1500 FAX:(785)368-6368 Email:info@kdhe.state.ks.us

Kansas Nurse Aide Registry

For questions or concerns with this web site, please contact: SIrwin@kdhe.state.ks.us

Please Select a Verification Type:

(Public Access use only to verify certification status of Certified Nurse Aides, Home Health Aides, or Certified
Certification Verification

(Adult Care Homes, Home Health Agencies, Hospitals, or Staffing Agencies must access here for Criminal Record Ch
Verification, and Nurse Aide Registry Confirmation)
Health Care Facility Access

(Please use the button below to confirm date of last criminal record check for Non-Licensed/Non-Certified
Non-Licensed/Non-Certified

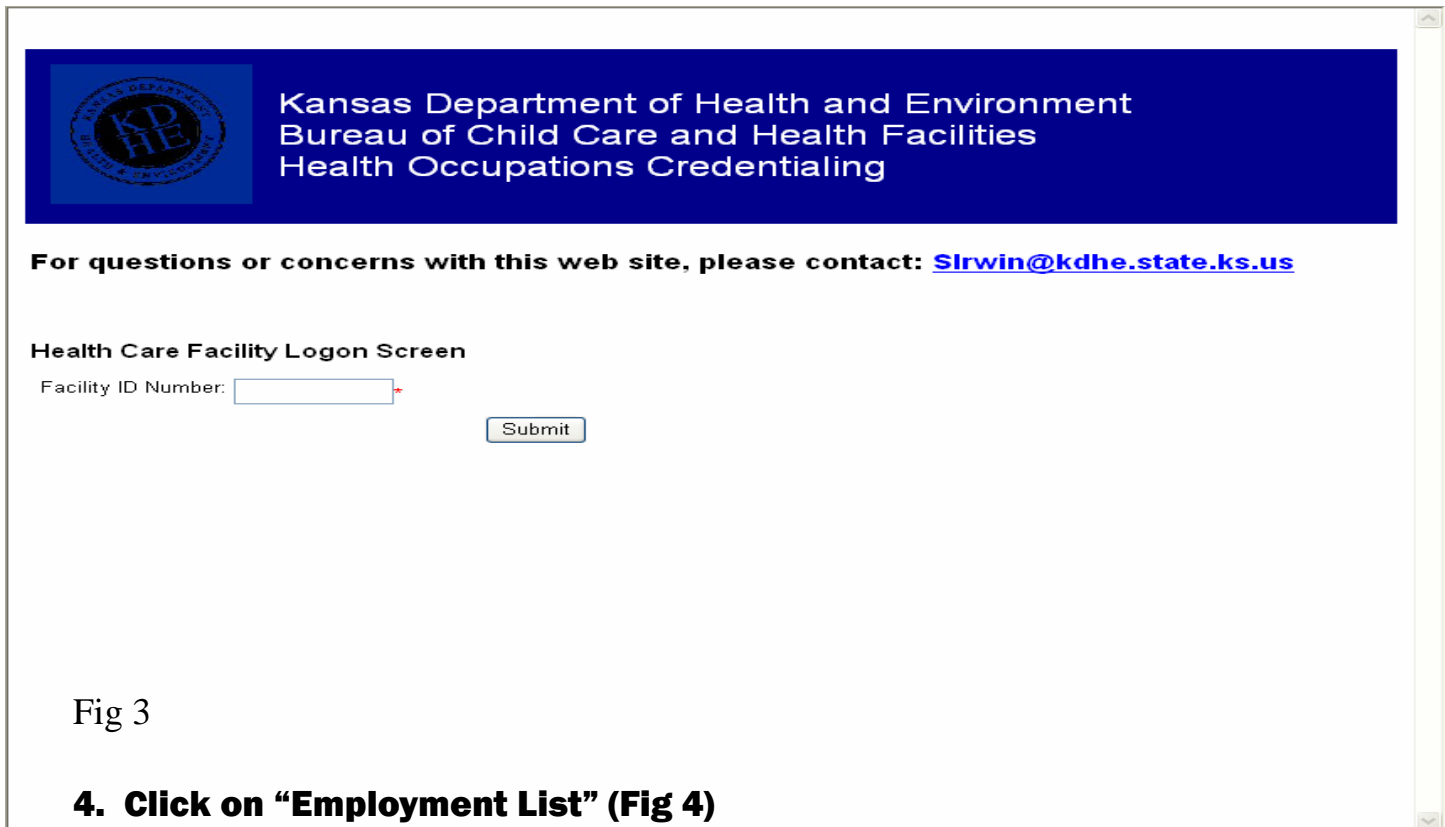
All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience of interested persons. However, reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or information. For further information contact 785-296-6877.

Fig 2

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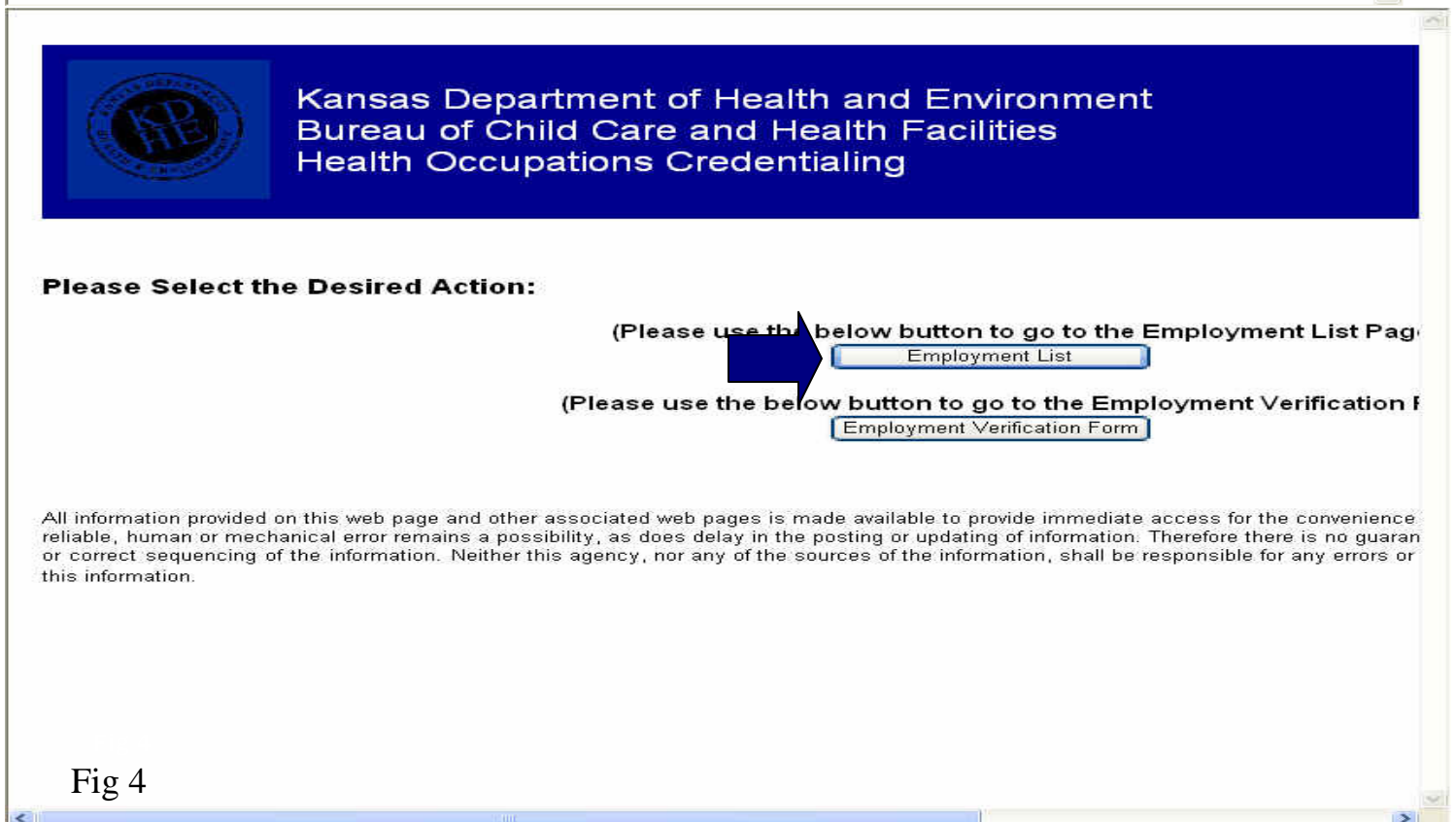
3. Enter the facility ID number, without dashes or spaces and submit. (Fig 3)



The screenshot shows the login interface for the Kansas Department of Health and Environment. At the top, there is a blue header with the KDH logo and the text "Kansas Department of Health and Environment", "Bureau of Child Care and Health Facilities", and "Health Occupations Credentialing". Below the header, a message states: "For questions or concerns with this web site, please contact: Slrwin@kdhe.state.ks.us". The main section is titled "Health Care Facility Logon Screen" and contains a form with the label "Facility ID Number:" followed by a text input field and a "Submit" button.

Fig 3

4. Click on "Employment List" (Fig 4)



The screenshot shows the "Please Select the Desired Action:" section of the web application. It features two buttons: "Employment List" and "Employment Verification Form". A blue arrow points to the "Employment List" button, with the text "(Please use the below button to go to the Employment List Page)" above it. Below the "Employment Verification Form" button, the text "(Please use the below button to go to the Employment Verification Form)" is visible. At the bottom of the page, there is a disclaimer: "All information provided on this web page and other associated web pages is made available to provide immediate access for the convenience of the user. However, reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee of the accuracy, reliability, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions in this information."

Fig 4

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5. E-Mail Me buttons present on the employment page let you know that criminal record check results are ready to be sent electronically to your e-mail in box. Click on E-Mail Me button(s) (Fig 5)

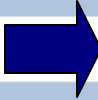
Certified Medication Aide; Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
Certified Nurse Aide	Email Me <input checked="" type="checkbox"/> Current Employee
Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
	Email Me <input checked="" type="checkbox"/> Current Employee
Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
Certified Medication Aide; Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
Certified Medication Aide; Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
	Email Me <input checked="" type="checkbox"/> Current Employee
Certified Medication Aide; Certified Nurse Aide	<input checked="" type="checkbox"/> Current Employee
	Email Me <input checked="" type="checkbox"/> Current Employee
Certified Medication Aide; Certified Nurse Aide; Home Health Aide	<input checked="" type="checkbox"/> Current Employee
Certified Medication Aide; Certified Nurse Aide; Home Health Aide	<input checked="" type="checkbox"/> Current Employee

Fig 5

6. Log out of the Kansas Nurse Aide Registry. Go to the facility's e-mail in box and look for e-mail from the CRC staff. Open, print and file CRC results.

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HEALTH OCCUPATIONS CREDENTIALING
1000 SW JACKSON, SUITE 200, TOPEKA, KS 66612- 1365
CRIMINAL RECORD CHECK REQUEST FORM

FACILITY NAME:

FACILITY I D #

ADDRESS:

CITY:

STATE :

ZIP CODE:

Applicant information: ALL REQUESTED INFORMATION MUST BE PROVIDED or the form will not be processed.

Last Name:

First Name:

Middle Name

Suffix (Jr, Sr, etc)

Other Names Ever Used:

Last Name:

Last Name: **

** List additional names on back. Check here if more on back. ☐

Social Security Number

Date of Birth

Sex

Race

One of the following must be selected

A - Asian or Pacific Islander

B - Black

I - Native American/Alaskan Native

W - White

Address

Post Office Box # (if applicable)

City

State

County

Zip Code

Home Phone

Work Phone

Certificate # (if applicable)

Job Classification: Determine the correct job classification for the applicant and
Insert the three letter abbreviation in the box.

Activities Staff
Administrator
Business and Administrative
Certified Medication Aide
Certified Nurse Aide
Nurse Aide Trainee
Chaplain
Clerical Staff

ACS
ADM
BAS
CMA
CNA
NAT
CHN
CLS

Food Service Worker
Home Health Aide
Home Health Aide Trainee
Housekeeping
Human Resources Staff
Laundry Workers
Maintenance Worker
Marketing Staff

FSW
HHA
HHT
HSK
HRS
LDW
MTW
MKT

Medical Records Staff
Operator
Paid Driver
Paid Nutrition Assistant
Personnel Staff
Restorative Aide
Social Service Designee
Volunteer Coordinator
Wellness Staff

MRS
OPR
DRV
PNA
PER
RSA
SSD
VLC
WEL

Health Occupations Credentialing

HEALTH OCCUPATIONS CREDENTIALING

Marla Rhoden, Director
Curtis State Office Building
1000 SW Jackson, Suite 200
Topeka KS 66612-1365

Phone: 785-296-1240
Fax: 785-296-3075
Email: kfritts@kdhe.state.ks.us

UPDATE

POINTS TO PONDER

*To Communicate Is The Beginning Of
Understanding*



Kansas Department of Health and Environment

Bureau of Child Care and Health Facilities

Health Occupations Credentialing

1000 SW Jackson, Suite 200

Topeka, Kansas 66612-1365

(785) 296-1240

Obtain HOC Revised
Forms on our
Web Site

www.kdheks.gov/hoc

Assistance	Call
Not sure who to call... (Forms may be downloaded from Internet)	785-296-1240 www.kdheks.gov/hoc
Licensing of speech-language pathologist, audiologist, dietitian, adult care home administrator; verification of same licenses; test for adult care home administrator	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals and continuing education approval for licensees	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and task checklist; certification questions	Betty Domer 785-296-1250
Forms; Replacement Certificates	Sheila Seymour 785-296-0060
Kansas Nurse Aide Registry, interstate or reciprocity for aides, instructor approvals, inquiries related to findings of abuse, neglect, exploitation	Kathy Fritts 785-296-6877
Education policies	Martha Ryan 785-296-0058
Administrator of criminal record check program	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, notice of prohibitions	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Patricia Peterson 785-296-0583
Ordering prepaid criminal record check forms, criminal record check support	Dana Derrick 785-296-0446
Criminal record check program support	Jasmin Boyd 785-296-1226
KANSAS NURSE AIDE REGISTRY WEB SITE ACCESS www.ksnurseaidregistry.org	